



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 15793 - Assistant/Associate/Senior Associate General Counsel - GS-15

Salary Range: \$92,145 - \$160,300

Vacancy Open Period: 12/06/2016 – 12/28/2016

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: OGC/ODIR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade or two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
 - Current Federal Government employees.



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- Candidates outside the Federal Government.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Office of General Counsel (OGC) of the Office of the Director of National Intelligence (ODNI) provides legal advice and counsel to the Director of National Intelligence (DNI) and other ODNI officials on a wide range of legal issues to include intelligence and national security law; procurement and acquisition law; personnel law; government ethics, budget, and fiscal law; general administrative law; legislative support; government information practices (Freedom of Information Act/Privacy Act); and intellectual property law.

Major Duties and Responsibilities (MDRs)

We are currently looking for one or more attorneys to join ODNI's Office of General Counsel. Attorneys in the Office of General Counsel periodically rotate portfolios to provide legal support and guidance on new issues or to different clients depending on the needs of the office. The specific responsibilities of the person selected for this position will depend on the needs of the office and the experience and background of the selected candidates, but will likely include providing expert legal advice and guidance on complex intelligence and national security law issues and matters relating to the running of an agency. Over the course of their careers, attorneys in OGC are expected to provide expert legal counsel, advice and support across a wide range of legal issues, including intelligence and national security law, FISA, litigation, privacy and civil liberties, international law, procurement and acquisition law, personnel law, government ethics, appropriations and fiscal law, administrative law, legislative issues, government information practices (Freedom of Information Act/Privacy Act), and intellectual property.

To that end, ODNI OGC is looking for attorneys with well-rounded experience and an interest in practicing across several areas of law as the needs of the office change over time. Below are a few major duties and responsibilities:

- Provide preliminary legal advice to Office of the Director of National Intelligence (ODNI) leadership on areas of law affecting ODNI's duties and responsibilities under



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the National Security Act, Presidential directives, Executive Orders, and other related laws and policies.

- Provide recommendations to senior attorneys to support the development, review, and preparation of United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards.
- Counsel clients, including ODNI leaders, on legal issues and provide effective guidance on possible courses of action; prepare documents on legal issues for a variety of internal and external recipients.
- Conduct research and analysis on complex or sensitive legal issues as well as on laws, regulations, and policies that have an impact on ODNI and IC interests.
- Provide initial reviews of planned ODNI and IC activities for compliance with the US Constitution and laws of the US, Executive Orders, and other applicable regulations and policies affecting ODNI and the IC; brief senior attorneys on potential legal and policy issues, and recommend solutions to address legal problems having potential impacts on the ODNI's or the IC's mission or activity.
- Perform initial analyses of statutes, bills, reports, and Congressional materials, as well as proposed Executive Branch orders, directives, regulations, and policies, to determine their effect on the ODNI and the IC; provide advice and counsel to senior attorneys on legislative proposals, Congressional testimony, and related documents.
- Develop initial briefings for senior attorneys to support ODNI and IC views on particular matters to Executive Branch entities, Congress, and private sector entities; brief senior attorneys on legal issues that relate to or effect ODNI and IC activities.
- Maintain productive working relationships with congressional staff and peers in ODNI elements, the IC, and executive agencies; use these relationships to discuss ODNI and IC positions, support a continuing dialog, and provide insight into ongoing and planned ODNI and IC activities.

Mandatory Requirements

- ALL CANDIDATES MUST POSSESS:
- Expert ability to prepare and edit logical, concise, and accurate written materials on complex topics.
- Superior research, analytical, and organizational skills.
- Superior ability to balance client needs with professional objectivity.



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- Superior interpersonal, organizational, and problem solving skills, including the ability to work both independently and in a collaborative environment.
- IN GENERAL, TO QUALIFY FOR A POSITION AT GS-15 LEVEL, you must have at least 5 years of specialized experience in the following:
 - Expert-level knowledge of one or more of the general or specialized areas of OGC's law practice, such as: federal taxation, federal employee ethics, Equal Employment Opportunity law, contracts, operations law, administrative law, and litigation.
 - Expert ability to quickly integrate and synthesize the facts and law to make legally sound decisions pertaining to the most complex situations, or in the context of ambiguous or ill-defined situations.
 - Expert ability to communicate, orally and in writing, concepts and issues in a manner well-matched to the audience being addressed, and to make sound, timely decisions in ambiguous or ill-defined situations.
 - Experience advising clients on legal issues related to intelligence and national security matters, including counterterrorism, counterintelligence, electronic surveillance, and privacy and civil liberties.
- IN GENERAL, TO QUALIFY FOR A POSITION AT THE GS-13 OR 14 LEVEL, you must have 2-5 years of specialized experience in the following:
 - Thorough knowledge of one or more of the general or specialized areas of OGC's law practice.
 - Demonstrated ability to quickly integrate and synthesize the facts and law to assist in legally sound decision making.
 - Demonstrated ability to communicate, orally and in writing, concepts and issues in a manner well-matched to the audience being addressed.
 - Experience advising clients on legal issues related to intelligence and national security matters.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- b. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (Candace M.) and joswicd@dni.ic.gov (Daniel J.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- d. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (Candace M.) and joswicd@dni.ic.gov (Daniel J.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>



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- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**